



CITY OF KIRKLAND

REQUEST FOR PROPOSALS

Notice is hereby given that the City of Kirkland will receive Proposals in the office of the Purchasing Agent, City Hall, 123 Fifth Avenue, Kirkland, Washington, at 3:00 pm local time on October 24, 2014 for the project hereinafter referred to as:

Electric All-Terrain Utility Vehicle Job No. 46-14-PD

Incomplete proposals and proposals received after the time stated above will not be considered. Faxed responses are not acceptable.

RFP documents and any addenda, including all submittal requirements and specifications, can be found on the City of Kirkland's website at www.kirklandwa.gov (Click on the "Business" tab and the "Request for Proposals" link under "Doing Business with the City".) Call 425-587-3123 if unable to access Proposal documents online.

The City reserves the right to reject any and all Proposals, and to waive any informalities in the RFP process, and to make the award to the firm that submits a proposal that offers the best overall value to the City.

The City of Kirkland assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Kirkland further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

No Proposals may be withdrawn within forty-five (45) days after the actual date of the Proposal opening.

Barry L. Scott, C.P.M.
Purchasing Agent

Published: Daily Journal of Commerce – October 15

OVERVIEW AND PURPOSE: The City of Kirkland's Police Department is soliciting Proposals to establish a contract with a qualified supplier to furnish two (2) new and unused Electric All-Terrain Utility Vehicles. It is intended that these vehicles will be used to patrol the Cross Kirkland Corridor Trail and for other patrol activities.

PLANNED PURCHASES: The City intends to place an initial order for two (2) vehicles in the fourth quarter of 2014. This RFP does include language to allow for cooperative purchasing of additional vehicles by other agencies as provided for in RCW 39.34.

TENTATIVE SCHEDULE OF EVENTS:

RFP issued	October 15, 2014
Questions due	October 21 at 4:00 pm PDT
Proposals due	October 24, 2014 at 3:00 pm PDT
Anticipated Award	October 27, 2014

QUESTIONS REGARDING THIS RFP: ALL questions must be submitted in writing (Email is preferred). Questions and answers will be forwarded to all proposing suppliers who provide contact information. In order to make information available to all proposing suppliers, no questions will be entertained after 4:00 pm on October 21, 2014.

Questions regarding the specifications must be addressed to Tim Llewellyn, Fleet Supervisor at tllewellyn@kirklandwa.gov.

Questions regarding the RFP process must be submitted to Barry Scott, Purchasing Agent at bscott@kirklandwa.gov.

DISTRIBUTION OF PROPOSAL DOCUMENT AND ADDENDA: This RFP can be downloaded directly from the City of Kirkland's website at www.kirklandwa.gov (Click on "City Purchasing" under "Most Requested".) Those who wish to automatically receive any addenda or a notice of cancellation should provide contact information by emailing Barry Scott, Purchasing Agent, at bscott@kirklandwa.gov. Those who choose not to submit contact information will be solely responsible for monitoring the City's website for any addenda or a notice of cancellation.

PROPOSAL PREPARATION: Firms submitting proposals shall be responsible for any and all costs and/or expenses associated with preparing such proposal.

SUBMISSION OF PROPOSAL PROPOSALS: All Proposal proposals must be received no later than **3:00 pm Pacific Time on October 24, 2014**. Proposals must be signed by an

authorized company representative and submitted as an email attachment or in a sealed envelope.

Emailed proposals are to be sent to purchasing@kirklandwa.gov

Mailed or couriered proposals must be addressed to:

City of Kirkland
Attn: Barry Scott, Purchasing Agent
RFP No. 46-14-PD
123 5th Ave
Kirkland, WA 98033

It is the responsibility of the supplier to be sure the proposals are sent sufficiently ahead of time to be received **no later than 3:00 pm** on the due date. Proposals received after the deadline will not be considered for award of contract.

EVALUATION PROCESS: Proposals will be evaluated by a team of Kirkland Fleet and Police Department staff.

CONTRACT: The contract shall consist of the following documents: The Request for Proposals (RFP), the accepted Proposal, any purchase orders issued by the City and any agreed upon written changes to any of the foregoing documents. The contract documents are complimentary and what is called for in any one document shall be binding as if called for by all.

COOPERATIVE PURCHASING: RCW 39.34 allows cooperative purchasing between public agencies in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City of Kirkland may purchase from City of Kirkland contracts. The City of Kirkland does not accept any responsibility for purchase orders issued by other public agencies

COMPLIANCE WITH LAWS: The supplier shall comply with all applicable federal, state and local laws, rules, and regulations, affecting its performance and holds the Purchaser harmless against any claims arising from the violation thereof.

NONCOLLUSION: The supplier must certify that their firm has not entered into any agreement of any nature whatsoever to fix, maintain, increase or reduce the prices or competition regarding the items covered in this RFP. Supplier is to complete the attached Noncollusion affidavit and submit it with the proposal.

PAYMENT TERMS: Net 30 days after delivery, acceptance and receipt of invoice. Acceptance includes inspection and approval by City of Kirkland's Fleet and Police Dept. staff.

FREIGHT TERMS: It is the City's preference that items be shipped FOB Destination with freight included in the vehicle's price. As an alternate, suppliers may quote a separate freight charge on the Price Proposal Form.

NON-DISCRIMINATION: The City of Kirkland assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

The City further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

Electric All-Terrain Utility Vehicle Specifications

Following are the minimum specifications for the Electric All-Terrain Utility Vehicles required for the City of Kirkland's needs:

Must be legal to operate on Washington State roads, and, at a minimum meet requirements as a Medium Speed Electric Vehicle (25 to 35 MPH).

- Be all electric power driven using a lithium-ion battery propulsion system.
- Operation in 2wd and 4wd.
- Range on single charge of 50 to 80 miles.
- Capable of being charged by both 110v and 220v.
- Seating for two individuals (side by side).
- Capable of climbing a grade of at least 25 degrees.
- Police style lighting.
- Siren and Public Address system.
- Cargo area.

Any other proposed equipment must meet or exceed the minimum specifications shown above.

Equipment Required for Medium Speed Electric Vehicle

1. 4 wheels
2. Electrically powered (RCW 46.04.295& RCW 46.04.357)
3. Roll cage or crush-proof body (Medium Speed Vehicles Only)
4. 25 mph – 35 mph (Medium Speed Vehicle Only)
5. Headlamps
6. Turn Signals
7. Tail lamps
8. Stop lamps
9. Reflectors – one red on each side to the rear

10. Mirrors - Must have a mirror on the driver's side of the vehicle and at least one additional mirror located on either the passenger's side or in the center of the vehicle (a rearview mirror) that must reflect a distance of at least 200 feet
11. Parking Brake
12. Windshield
13. VIN
14. Seat belts

Selection Criteria

As this is a Request for Proposals, contract award is not based solely on price. It is the intent of the City to purchase the equipment that, in the sole judgment of the City, offers the best overall value to the City. In addition to price, the following criteria may be considered and should be clearly addressed in product literature and narrative form in each proposal:

1. Compliance with minimum specifications
2. Availability of equipment
3. Warranty
4. Equipment operating costs
5. Safety features
6. Ease of equipment operation
7. Availability of dealer service and parts
8. Ease of maintenance by City personnel
9. Equipment durability and useful life expectancy
10. Equipment demonstration may be required
11. References (Minimum of 3)

***PRICE PROPOSAL FORM ***
JOB NUMBER 46-14-PD
ELECTRIC ALL-TERRAIN UTILITY VEHICLE
REQUEST FOR PROPOSALS

Proposing Firm's Name_____

We agree to furnish the following items at the listed prices:

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1.	Electric All-Terrain Utility Vehicle	2	EA	_____	\$_____
2.	Police Package (lights, siren, PA system)	2	EA	_____	\$_____
3.	Hard Enclosure Cab	2	EA	_____	\$_____
4.	Soft Enclosure Cab	2	EA	_____	\$_____
5.	Winch	2	EA	_____	\$_____
6.	2 Speed Transmission	2	EA	_____	\$_____
7.	Locking Diamond Plate Dump Lid, Black Powder Coat	2	EA	_____	\$_____
8.	96 Volt Upgrade	2	EA	_____	\$_____
9.	180AH Battery Upgrade	2	EA	_____	\$_____
10.	Power Steering	2	EA	_____	\$_____
11.	Hydraulic Lift for Dump Bed	2	EA	_____	\$_____

12.	Freight Charge (if not included in vehicle price.)	2	EA	_____	\$_____
13.	Takedown Lights 8 wide	2	EA	_____	\$_____
14.	Takedown Lights 4 wide	2	EA	_____	\$_____
	(Other Option)				
15.	_____	2	EA	_____	\$_____

Please list any other options and their unit prices separately.

Note: The unit price and extended price are to be shown in the spaces provided.

Prompt Payment Discount _____% _____ days, net 30.

Payment discount periods of 20 calendar days or more will be considered in determining lowest responsible Proposal.

If a **volume discount** is offered, provide the order quantities at which the price break will be given and the corresponding percentage:

Quantity _____ Discount _____%

Quantity _____ Discount _____%

Quantity _____ Discount _____%

Special Discounts: Please indicate if supplier will offer purchasers discounts based on market conditions and/or special promotions? ____ Yes ____ No

If yes, and such a discount will apply to this specific purchase, please indicate the discount amount:

\$_____

Signature of Authorized Representative

Date

Printed Name

Title

Phone Number

Email Address

NONCOLLUSION AFFIDAVIT
Electric All-Terrain Utility Vehicle
JOB NO. 46-14-PD

STATE OF WASHINGTON)
) SS
COUNTY OF _____)

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in the preparation and submission of a proposal to the Owner for consideration in the award of a contract for the equipment described as follows for the City of Kirkland:

Primary supplier of Electric All-Terrain Utility Vehicle.

FIRM NAME

AUTHORIZED SIGNATURE

Sworn to before me, this _____ day of _____, 2014.

Notary Public
in and for the State of _____
Residing at _____

My Commission Expires: _____